

WHAT IS CLAIMED IS:

1. A method for scheduling a personal meeting over a computer network, comprising the steps of:

scanning a first database including data entries descriptive of each of one or more applicants;

scanning a second database including data entries descriptive of each of one or more applicant criteria;

generating a list of one or more applicants matching certain of the one or more applicant criteria based on the scanning of the first and second databases; and

sending a message to the one or more applicants on the list, the message including information describing at least one of the following: a proposed meeting date, a proposed meeting time, persons to be present during a meeting, information required of the applicant prior to a meeting, and directions to a meeting.

2. The method of claim 1, wherein at least some of the information in the message is in the form of html links to information accessible over the Internet.
3. The method of claim 1, wherein the criteria include desired qualifications for one or more jobs.
4. The method of claim 1, further comprising the step of receiving the information descriptive of one or more applicants over the computer network.
5. The method of claim 1, further comprising the step of modifying the list to add or remove applicants prior to the step of sending.
6. The method of claim 1, wherein the step of sending is performed by transmitting the message over the computer network.

7. The method of claim 1, wherein the steps of scanning are performed by extracting keywords present in the first and second databases, and the step of generating is performed by matching data entries in the first and second databases having a minimum number of common keywords.

8. The method of claim 1, wherein the steps of scanning are performed using natural language searching of data entries in the first and second databases, and the step of generating is performed by matching natural language interpretations of data entries in the first and second databases.

9. The method of claim 1, further comprising the step of refining the one or more applicant criteria to include criteria not related to keywords.

10. The method of claim 1, further comprising the step of assigning certain of the one or more applicant criteria a higher status.

11. A machine-readable storage medium encoded with computer instructions for scheduling a meeting, comprising:

one or more instructions for transmitting a message to an applicant over a computer network, the message including information descriptive of at least one of: a proposed meeting time, a proposed meeting date, a proposed meeting place, persons expected to attend a proposed meeting, information required from the applicant prior to a proposed meeting, and directions to a proposed meeting; and

one or more instructions for responding over the computer network to a request for information from an applicant for additional information.

12. The medium of claim 11, further comprising:

one or more instructions for scanning a first database containing data entries descriptive of each of one or more applicants, and for scanning a second database containing data entries descriptive of each of one or more criteria; and

One or more instruction for generating a list of applicants matching certain of the one or more criteria based on the scanning of the first and second databases.

13. The medium of claim 11, wherein the criteria include desired
5 qualifications for one or more specific job opportunities.

14. The medium of claim 11, wherein the message includes hypertext markup language links to the information.

15. The medium of claim 12, wherein the one or more instructions for
scanning include one or more instructions for extracting keywords from
data entries in the first and second databases, and for matching data entries
having matching keywords.

16. The medium of claim 12, wherein the one or more instructions for
scanning include one or more instructions for performing natural language
interpretation of data entries in the first and second databases, and for
matching data entries in the first and second databases based on a
15 matching of the natural language interpretations.